



**Muslim Hands**  
**Job Description**

<b>Job Title:</b>	<b>Principal</b>
<b>Department:</b>	<b>Education</b>
<b>Reports to:</b>	Administrative Reporting: Area Manager through Programme Officer Education, Bhera Functional Reporting: Manager Education - CO
<b>Location:</b>	<b>MHSOE Bhalwal</b>
<b>Contract Type:</b>	Annual Contract (Extendable subject to performance)
<b>Budgeted Salary:</b>	PKR: 60k to 70k
<b>Main Responsibilities</b>	<p>Principal work will include following, but not be limited to these;</p> <p><b><u>Administration:</u></b></p> <ol style="list-style-type: none"> <li>1. Draft school documents align with MH School Policy and ensure procedures according to the rules and regulations.</li> <li>2. Oversee the physical condition of the school building and other infrastructure.</li> <li>3. Develop school budget</li> <li>4. Maintaining a proper balance of expenditures with respect to income</li> <li>5. Computerize all school records (teachers, students, helping staff and assets)</li> <li>6. Supervise the Fee Collection process and ensure fee depositing in the bank</li> <li>7. Maintain records of equipment</li> <li>8. Keep a record of supplies used in the classroom or otherwise distributed to teachers and students</li> <li>9. Establish a system of students' progress monitoring based not only on exams, assessments, and tests but also observations of behaviour, attitudes, creativity, vision, punctuality, responsiveness, competence, capacity to resolve real-life problems, etc</li> <li>10. Oversee that all computers are maintained in working order</li> <li>11. Oversee that all schools, including classrooms, Labs, Library, Offices, and washrooms in working order.</li> <li>12. Oversee all the issues i.e. play area and utilities; Electricity, Gas, Water and Drinking water is available and in usable condition and range.</li> <li>13. Identify qualified and committed teachers and arrange the hiring procedure after consultation with Manager Education. In each case, the procedure will be followed as per Policy.</li> <li>14. Maintaining a strong team of teachers is essential to the success of the school. In view of the need to keep the teacher team intact, committed and enthusiastic about their or, the firing of teachers should be made with utmost consideration and care. The firing of teachers will be only after thorough discussion with and consent of Manager Education.</li> </ol>

**Students:**

1. Ensure that bullying and misbehaviour do not occur either inside the school buildings or outside in the school grounds
2. Ensure that students' punctuality, good hygiene, cleanliness, proper dress, and appearance as per MH Policy
3. Promote proper interactions and code of conduct between boys and girls and avoid improper behaviour
4. Oversee and be responsible for co & extracurricular activities
5. Observe student successes and challenges and maintain running records of progress, extraordinary behaviour and misbehaviour, and where necessary, provide good counselling
6. Maintain discipline and good behaviour through dialogue, counselling, and consensus building in preference to punishment, either physical, mental, or embarrassment
7. Interact with parents to promote the school and its principles and to resolve problems as they may arise concerning their children in and out of school

**Teachers:**

1. Upgrade teachers' skills and participation in meaningful education
2. Ensure that teachers behave professionally and perform their duties effectively, efficiently, and on time.
3. Promote effective classroom management with the help of Coordinators and Teachers
4. Ensure that the teachers understand and use the prepared lesson plans, and teach using the activity-based (project) approach and child-centred learning.
5. Ensure effective use of homework, accurate correcting of papers, and a good responsiveness of teachers to the individual academic needs of their students
6. Maintain day-by-day records of teaching progress through recording the use of lesson plans in all classes. The aim is to achieve the proper use of one project per subject per week.
7. Ensure teachers' punctuality both arriving at and leaving school, as well as being in the classroom on time
8. Keep a respectable distance from students and teachers, and
9. Encourage and develop a "team spirit" amongst all staff while avoiding favouritism and the formation of "groups".

**Academics/coursework:**

1. Check teachers' lesson plans every week. Check and return them for any changes on the next day. Ensure that lesson plans with repairs are returned on the very next day before starting next week.
2. Ask teachers to submit projects in their subjects and a list of project materials every week.
3. Ensure that teachers are doing at least one project in each subject per week.



	<ol style="list-style-type: none"><li>4. Regular check up of students' sitting situation in each classroom, e.g., desks and chairs are according to students' height, there is enough space for each student to sit comfortably, desks and chairs are arranged properly, and students are comfortable.</li><li>5. Outline a policy about how lesson plans should be delivered. How teacher should spend time on probing, actual lesson, and written work, if any.</li><li>6. Prepare school procedure for class and homework according to the Policy.</li><li>7. Ensure teacher punctuality, both arriving at and leaving school, as well as being in the classroom on time</li><li>8. Encourage and develop a “team spirit” amongst all staff while avoiding favouritism and the formation of “groups”.</li></ol>
<b>Required Qualification and Experience:</b>	Master's Degree from a recognized University in Education/Sciences/Social Sciences 4-5 years’ Experience in School Management, preferably as a Principal or related role in a renowned school system.